

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

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May 4, 2005

To: CSBG Contractors

**Subject: Revised CSD 295 – Client Characteristic Report**

Attached is a copy of the revised CSD 295 – Client Characteristic Report dated 04/05. The information collected on the form has not changed, however, due to some of the common errors and frustrations we have added some features that may be of use. The changes and additions that have been made are based on the common errors over the past year, as well as the feedback received from the 2005 Sub-Regional Workshops in January. We appreciate your feedback, and hope that the changes will assist with any clarification and prevent some common errors.

The changes are listed below:

- The Helpful Hints document and Instructions have been combined into one document titled *CSD 295 – Client Characteristic Report Instructions and Helpful Hints*. This document is attached for your use.
- The CSD 295 form has been color coded to represent what sections collect individual demographics and what sections collect family demographics.
  - INDIVIDUAL sections are colored **Yellow**.
  - FAMILY sections are colored **Blue**.
- The validation/cross reference asterisks at the bottom of the form have also been color coded to show you which sections it refers to.
- Comments have been added to Sections 7, 8I, 8II, 9, and 13 in an effort to prevent common errors. The cells with comments are marked with a red triangle in the right corner of the cell. To view the comment run your cursor over the cell and the comment will appear.
- A box that totals the sum of Section 7, Items e-h has been added, to use when reviewing the forms accuracy. This box will calculate automatically for you. Please use this feature to make sure that the total value of Section 9 does not exceed the sum of Section 7e-h. This box will not automatically warn you of an error, you must check the validations for yourself.
- Null values (0) previously were not accepted by the 295. This year null values are accepted. Please remember, only use zero's when the value of that cell is null, do not use zero's to represent that you did not collect the data. Cells left blank represent that you do not collect that data.

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Please read through the instructions and helpful hints document carefully to ensure that you are collecting information correctly from your clients. The information contained in the document is designed to help prevent common data errors and clarify common questions. In addition, please download and use the new form for the report due January 20, 2006. Data submitted on incorrect forms will be returned for re-entry onto the new forms. The revised form is available on the CSD Website at [www.csd.ca.gov](http://www.csd.ca.gov) under Contractors Only. The User ID is *agencies*, and the password is *csd2004* (capital O's, not # zero).

Again, thank you for your feedback at the 2005 Sub-Regional Workshops. If you have any questions regarding the revised CSD 295, please contact your assigned Field Representative.

Sincerely,

Original Signed by Pamela Harrison

PAMELA HARRISON  
Program Manager

Attachments